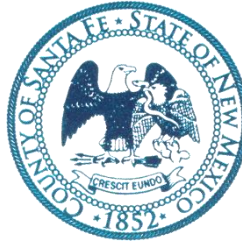


Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Job Title: Deputy II
Department/Division: Sheriff's Office
Salary: \$19.5351/hr - \$29.3027/hr
Position Status: Full-Time/ Classified
FLSA Status: Covered
Closing Date: January 31, 2017
Job #: 1-2017-003
Range: 28S

Primary Purpose:

Performs a full range of police work to protect life and property through the enforcement of laws.

Essential Job Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Patrols County areas and roads for the purposes of: providing immediate response to calls, enforcing traffic safety and reducing or preventing crime; conducts roving and targeted patrols on homes and businesses to prevent and reduce entry crimes, trespass, vandalism and damage to property; conducts neighborhood watch training to the general public;
- Carries out field interviews, interrogations and arrests as necessary based upon reasonable suspicion and probable cause; conducts criminal surveillance; performs preliminary and when assigned, follow-up investigations of crimes committed within the patrol area; supervises reserve deputies and functions as a field training officer when assigned; attends training to maintain required law enforcement certification;
- Assists investigators at major crime scenes; aids citizens in need of medical, emergency or motorist assistance; provides traffic control and accident investigation as needed or required; participates in sobriety check points; responds to emergency situations when ordered to do so; assists in the serving of arrest warrants;
- Locates witnesses and suspects; phones victims to notify case status; transports prisoners as required and provides court security when necessary; develops and maintains positive interaction with the public at large; participates and may conduct educational programs for school children, the general public, and other officers; assigns training for deputies and maintains training files to ensure that deputy training is certified and meets state and federal guidelines;
- Conducts field investigations based on established police procedures; provides back-up to fellow deputies when needed; operates equipment and conducts self in a safe and professional manner; receives and serves civil paperwork; conducts extraditions as assigned; makes complete and timely reports based on official activity and cases during tour of duty; testifies in court on actions before the judicial system; enforces federal and state laws and County ordinances;
- Books suspects into jail; processes and submits criminal complaints, required paperwork and related materials in an accurate and timely manner; maintains monthly report on the number of incidents, arrests, and drugs sold or confiscated; maintains files on confidential informants; carries out other routine and special duties; works with juvenile probation officers; and educates juveniles on laws to prevent criminal record.

Knowledge and Skills:

- Working knowledge of geography, the street system and routes of the County; of traffic codes; of personal safety procedures; of principles of first aid; of the operation of equipment of criminal codes; and of the state and federal statutes, practices and theory of established procedures.
- Ability to operate police vehicle, firearms and other assigned equipment; to evaluate and determine appropriate action in a variety of routine and emergency situations; to communicate effectively both verbally and in writing; to establish effective relationships within the workplace; to deal positively with the public at large; to accept direction and guidance from senior commanders;
- Ability to work well under pressure; to implement all rules, regulations, policies and procedures established by the department; and to demonstrate through in-service training, New Mexico Law Enforcement Academy training and job performance, a satisfactory understanding of the role, function and responsibilities of a law enforcement professional.

Minimum Qualifications:

- High school diploma or equivalent plus 2 years experience as a certified law enforcement officer.
- Possession of a valid New Mexico Class 5 or D driver's license and a good driving record. Certification as a Law Enforcement Officer by the New Mexico Law Enforcement Academy. Successful completion of departmental screening and hiring procedures.

Working Conditions:

Work is performed in both an office setting and outdoors, in varied weather conditions. Work schedule shall include shift, evening, weekend, holiday and on-call hours. Travel is required. May require arduous physical exertion under vigorous and unusual conditions. Must be able to drag 175 lbs. for 15 feet and lift up to 50 lbs. Manual and finger dexterity required. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and/or animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes. May be subject to exposure to CRT's and VDT's. May be subject to life threatening situations.

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.

Submit Applications to:

Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501

Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.